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INTRODUCTION

Trinity Lutheran School exists to assist families in the development of the whole child through the power of the gospel. We are academically strong. We have high standards for behavior. We talk about the teachings of Jesus from the Bible throughout all we do. Trinity Lutheran School graduates are all over the world, successful in many different careers. They are making a difference as parents, spouses, citizens, employers, employees and as disciples. We celebrate what God has done through this school and is doing in the life of your child.

This **PARENT HANDBOOK** has been prepared for you to become familiar with the procedures and policies of our school. We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing an outstanding educational experience for all of our students can only grow stronger with close communication between the school and the home.

This is a very special time in your child's life. Our school seeks to provide a Christ-centered education for your child where scriptural principles are woven into a quality academic program of learning. As a parent you play a major role in helping your child reach the maximum of his or her potential. We invite you to partner with us in meeting needs and developing disciples! The possibilities for becoming involved are numerous. Being involved in the Parent Teacher League activities, volunteering in the classroom, serving on a committee, cheering on our sports teams...these are only a few of the opportunities to watch for.

We appreciate your involvement and support of Trinity Lutheran School. God bless your year, and please contact me at anytime if I can help you in any way.

Celebrating His blessings,
Principal DJ Schult

OUR CHURCH MISSION

To proclaim the Good News of Jesus Christ to all people and promote spiritual growth.

OUR SUPPORTING SCHOOL MISSION

Assisting families in the development of the whole child
through the power of the Gospel.

OUR PURPOSE

Trinity Lutheran School exists to:

- Provide opportunities for the child of God to learn to know his Creator, Redeemer, and Sanctifier. (Ephesians 4:3-6)
- Provide an environment of Christian living to assist the child in his own life. (Proverbs 22:6)
- Provide a means of assisting parents in rearing their child “in the nurture and admonition of the Lord.” (Ephesians 6:4)
- Provide an opportunity for the child of God to identify himself as a member of Christ’s Body. (I Corinthians 12:14)
- Provide an opportunity for the student to grow in self-acceptance and self-understanding. (I Peter 2:9, 10)
- Serve as a model of education, grounded in Christ, to the congregation, neighborhood and community. (Matthew 25:34-40)
- Serve as a mission agency of the congregation, especially to the unchurched of the neighborhood and community. (Matthew 28:19, 20)
- Educate the whole student: spiritually, physical, mental, social, and emotional. (Colossians 2:9, 10)
- Instill in the students a happy, sincere feeling of thankfulness for all that God has done for them. (Ephesians 5:20)

OUR PHILOSOPHY

All who have been brought to faith in Jesus Christ are commissioned by Him to proclaim and promote the Gospel of Jesus Christ. We believe that the task of Christian education is the responsibility of the family, school, and congregation working together. We call this PARTNERSHIP.

The *Covenant for Christian Education* exists for the partners to understand God’s ground rules for our partnership. Because of what God has done for us through Christ, we want to respond to His love and receive the blessings He has in store for us. Each of the partners (child, parent, school staff) must agree to these guidelines:

*I will show **RESPECT** for God and His Word.* (Deuteronomy 11:18-21)

*I will show **RESPECT** for those in authority.* (Ephesians 6:1-8)

*I will show **RESPECT** for my classmates and other people.* (Colossians 3:12-17)

*I will show **RESPECT** for my body and my God-given talents.* (I Corinthians 3:16-17)

*I will show **RESPECT** for the learning process and the classroom environment.*
(Proverbs 16:16)

*I will show **RESPECT** for my school and personal property and the property of others.*
(Philippians 2:4)

OUR VISION

We believe that the purpose of Christian education is to teach the Christian faith through instruction in God’s Word and through learning to live the Christian life.

We believe that a Christian education program flows from truths derived from God’s Word. This set of ideals also determines the exact objectives of each area of study and each lesson taught.

We believe that the family is the primary influence on a child’s total education and that the church and school will assist and encourage parents in a PARTNERSHIP role in Christian education.

We believe that Christian education views the pupil as a redeemed child of God, for whom Jesus Christ has shed His holy precious blood. (Luke 1:68)

We believe that Christian education derives its influence from the Holy Spirit who gives power and ability to both the teacher and learner. (Acts 1:8)

We believe that Christian education prepares the child for what they will do here on earth by providing basic knowledge and skills so that they will be productive members of society and model standards of good citizenship.

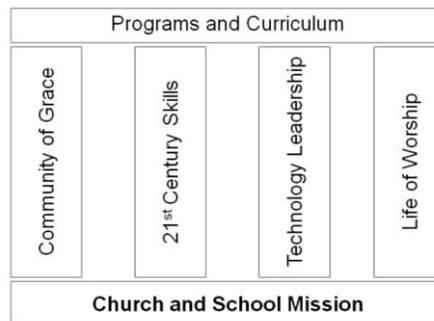
We believe that Christian education provides the child with a foundation for a fruitful earthly life and helps the child envision the blessings of eternal life.

We believe that Christian education prepares the child for a dedicated life of service to the Lord through active membership in the local church.

We believe that Christian education is a full-time experience and permeates every aspect of life at Trinity Lutheran School.

OUR FOCUS

Our school programs and curriculum are supported by the 4 pillars of our vision, built upon the foundation of our mission.



Trinity Lutheran School reserves the right to change policy and procedures throughout the school year. Changes will be communicated through the Homebound.

ACCREDITATION

National Lutheran School Accreditation has approved full accreditation for Trinity Lutheran School. This accreditation evaluates every component of our school based on rigorous national standards. Being accredited requires that our school be involved in continual self-evaluation and improvement, using an approved ongoing improvement plan.

ATHLETIC CODE

Trinity Lutheran School enjoys a successful athletic program. Please see the Athletic Handbook for the specifics of our program.

BAND

Trinity offers a Band program open to students in grades 5-8 and approved 4th graders. The band performs two concerts per school year. Students also have the opportunity to play in a spring recital, the Solo and Ensemble Festival, and for worship services in small ensembles. Students provide their own instruments.

BICYCLES

Bicycles ridden to school are to be parked in the designated area by the gym. For the safety of all, bikes are not to be ridden on the school grounds from 7:30 A.M. to 3:30 P.M. Once the child reaches the school grounds, he/she should walk it to the bike rack and walk it off the school grounds again at the end of the day. Students who disregard bicycle safety will be reminded once of their responsibility, have their parents called on the second reminder and/or asked to leave their bicycles home for a period of time. Students are encouraged to lock their bikes as the school is not responsible for this property.

BIRTHDAY INVITES/TREATS

If you are having a party for your child and are not inviting their entire class, please do not distribute invitations or bring presents to school as this causes hurt feelings. Also, do not send pillows, sleeping bags, etc. with your child to school for sleep-overs with friends. Please make other arrangements outside of school.

Students can bring in a treat to share with their class on or near the date of their birthday. See Wellness section for Food and Beverage suggestions. Please bring something individually wrapped or easy to pass out to the class. Teachers also appreciate a confirmation of the date that the treat will be coming. Please keep it simple and honor the requests of the teacher especially as they apply to student allergies.

BUS TRANSPORTATION

Children are only allowed to ride their assigned bus. Laidlaw must provide approval for riding a different bus. Students riding either the city bus or Laidlaw buses are asked to be courteous and follow the guidelines established by the bus companies. If a problem arises, the principal will be contacted by the bus company and subsequently the parents will be notified. The same rules at school apply to when using the bus.

CHAPEL

Grades 4K-8 join together to worship the Lord each Wednesday during their 10:00 a.m. chapel service. Baptism celebrations, chapel families, and student-led services combine to make worship special and meaningful for all. Parents are always welcome! Chapel offerings are collected weekly by using envelopes that are distributed on *Meet The Teacher* visits. The offerings are given to different designated projects and/or ministries.

List of chapel projects for 2011-2012:

More details about each of these projects will be published in the Homebound.

- | | |
|----------------|---|
| Aug 29- Sep 28 | Worship Supplies – Additional children’s song books, offering envelopes, and baptism materials will be purchased. |
| Oct. 5-Oct 26 | Wisconsin Valley Lutheran High School- It is an extension of Trinity and provides a quality Christian education at the secondary level. |
| Nov 2-Nov 67 | Salvation Army – Students will be asked to bring in food items. These items and monies will assist needy families in our area. |
| Nov. 30-Dec 21 | Rusch Ministry – There are many needs of missionaries and their families. The Rusch’s are serving the Lord in the Philippines. |
| Jan 4-Jan 25 | Guatemala Ministries – Their mission statement is “Seeking the Lost; Equipping the Found.” Trinity continues to send servant teams to this area and support them with our prayers and gifts. |
| Feb 1-Feb 22 | Hearts for Jesus – Project yet to be identified by the North Wisconsin District. |
| Feb. 29-Mar 21 | Special Needs – This designation is left open for any crisis or needs that may arise for families at Trinity or beyond. This past year the offering was sent to Merrill to help the tornado victims. |
| Apr 5-Apr 25 | Deaf Ministry – Rev. John Reinke is a missionary pastor and works for the Lutheran Deaf Mission Society. Our gifts will be given to a program called “Church without Walls” that reaches out to the deaf over the internet. |
| May 2-May 257 | Servant Event – High school youth participate in servant events during the summer. We help them fund their own ‘working vacation’. |

Please dispose of last years leftover envelopes - use the newly issued ones.

CONFERENCES

Parent-Teacher conferences are held in early November and in February. Parents are encouraged to communicate with any teachers as the year progresses.

COMMUNICATION

Trinity expects teachers and parents to go to each other when a problem arises and while it is still small. Open and honest communication that happens early allows the people who can make a difference to be involved in finding a solution. A parent who has a concern should:

1. Make an appointment to meet with the teacher involved. Please remember that teachers have responsibilities before school in the morning. The teachers' school days are devoted to the children; mornings should not be disrupted. Please contact them to meet at a mutually agreeable time.
2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal can help arrange this appointment.
4. If still no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Give that letter to the Day School Chairperson.
5. If the School Board Chair believes that there are extenuating circumstances, your concern will be placed on the agenda of the next Board meeting. You will be notified when it will be taken under advisement. Normally, the School Board will not address matters of parental concerns, keeping it the principal's responsibility to address and resolve such concerns.

The Trinity faculty realizes that conflict is a part of any meaningful relationship. Every conflict has the forgiveness of Christ and restored relationships as its final goal.

Facebook

Find new updates of the school.
Facebook.com/trinitywausau

Homebound

Each week the *Homebound* newsletter is sent by e-mail to any email addresses provided. This newsletter is the school's main source of communication with parents/guardians. The *Homebound* will provide information on upcoming events, calendar for the coming week, monthly menu, and other information we feel is important for the Trinity families. There are also monthly classroom newsletters that are sent home. Both the *Homebound* and the classroom newsletters are published on the school web site. www.trinitywausau.org

COURTYARD SAFETY

The 2:45 dismissal from the courtyard is designed to keep the students safe. However, we all need to follow the procedures to make this an effective process. If the design for this breaks down, your child can be put in harms' way. We ask that you follow the procedures listed below when you are picking your child up at 2:45 in an effort to keep this a safe and efficient dismissal process:

- Do not cross **between** cars in the pick-up line . Have your child(ren) stay with you as you walk on the sidewalk to the beginning of the line and cross in front of the first car in line. By following this guideline it will be safer for you and your child(ren) as you move to your car in the courtyard parking lot.
- Please allow the teachers and crossing guards to open your car door for your child.
- ALL STUDENTS waiting for their ride, will be required to wait in the pick up line.
- If you are here to pick up your child, please keep them close to you and provide for their supervision.
- Please put your family's name card on the dash or on the flip side of your visor. This will expedite the process. You will receive one from the office the 1st week of school.
- **After-school supervision** for dismissal only goes until 3 p.m. If at that time you have not arrived to pick your child up, we will place them in ECC for their safety, charged at current ECC rates.

CRISIS MANAGEMENT

Trinity Lutheran Church and School has a Crisis Management Plan to provide assistance and procedures for the staff in the face of a crisis. Safety is a priority at Trinity Lutheran School. Take comfort in knowing that the staff review elements of the plan each school year.

CURRICULUM

The curriculum at Trinity Lutheran School is created with state and national standards in mind. The important distinction is that God and His Word are integrated throughout the learning process. Students can grow and develop academically, physically, socially, emotionally and spiritually in this Christ-centered atmosphere. Specific information about the curriculum is available upon request. Program goals are listed on the school website.

The subject areas of learning include:

Bible Study	Language Arts	Science	Reading
Mathematics	Art & Music	Physical Education	
Social Studies	Computer Education	Spanish	

DAMAGES

A certain amount of wear and tear on textbooks, school desks, athletic uniforms and school property in general is to be expected. As Christian stewards, students should take care of textbooks and other school property. However, excessive damages inflicted by pupils to any school property will have to be compensated for by the students/parents before the end of the school year.

DAY SCHOOL MINISTRY

Day School Ministry is the governing body voted by the congregation to ensure the school meets the outcomes of its ministry. Their role is primarily policy making, the principal is responsible for day to day operations. The principal is required to represent the celebrations and concerns of school stakeholders to the DSM. The DSM meets the first Tuesday of each month. Anyone is welcome to attend unless a closed session is called to protect confidentiality. Agenda items to bring before the board must be directed first through the principal, and then 24 hours in advance of the scheduled DSM meeting.

EARLY CHILDHOOD LEARNING CENTER

ECC

Trinity Lutheran School offers a before and after school care program for students who need to be cared for. The program involves snack time, time to complete homework, playing outside as weather permits, or other supervised activities. **We are also open on early dismissal days, non-school days, and during the summer.** The program runs from 6:30 - 7:30 a.m. and 2:45 - 6:00 p.m. during regular school days at an hourly cost.

Payments are made in the ECLC office or placed in the drop box located outside of the ECLC office. For families that have never utilized ECC, there will be a one-time registration fee, payable at the time of registration. ECC payments are due within 7 days of receiving invoice. If no payment is made within a two week period, we reserve the right to refuse all services until balance is paid in full. We will send a bill home with your child the Monday following the attendance in ECC. If students are not signed out when picked up by parent/designated adult, **accounts will be charged until 6:00 p.m. If your child is picked up after the center is closed at 6:00 pm, additional charges will be charged to your account for every minute past 6:00 pm.**

In addition to ECC we offer care for ages 6 weeks to 5 years. Please contact ECLC office for further information.

A new registration form needs to be completed for the school year after summer care regardless of previous registrations.

ELECTRONICS

Students are encouraged to leave cell phones, MP3 players, handheld games, etc at home unless requested by a teacher for an assignment. If brought to school they must be out of sight between 7:30 am & 2:45 pm. Items used or visible during school will be sent to the office for student retrieval at day's end. Teachers may make special allowances for field trips. Laptops and other electronic items used for document creation/revision are allowed, at the students risk and responsibility, if used in agreement with the Technology Acceptable Use Policy.

ENRICHMENT

Trinity strives to enhance their educational program with special opportunities and activities. A brief description is listed below. Have a new idea to lead....Let us know!

ACCELERATED READER computer-based reading comprehension program that motivates readers.

ATHLETICS/SPORTS are offered after school for grades 5-8 (maybe 4th).

Volleyball	girls
Soccer	co-ed
Basketball	both girls and boys
Running Club	co-ed

BAND LESSONS are available for grades 5-8. See BAND for more information.

CHOIRS have practice times scheduled during the school day. A special Christmas Service, Spring Musical and Sunday worship services feature their Christian selections. Choirs include K & 1, 2 & 3, 4 & 5, Jr. Choir & Handbells (open to students in grades 6 - 8).

DARE is a drug/alcohol awareness program directed by the Wausau Police Dept. to 5th graders.

FELLOWSHIP OF CHRISTIAN ATHLETES meets weekly during lunch time for middle school students.

FORENSICS is a program that provides 7th & 8th graders the opportunity to experience various forms of public speaking.

GEOGRAPHY BEE is held for students in grades 5-8.

JUNIOR ACHIEVEMENT brings the real world of business and money matters to life. Community volunteers share this program at various grade levels.

MATH HELP is an after school program to assist students in grades 4-8 on Tuesday, Wednesday, and Thursday of each week throughout the year.

MATHCOUNTS is a math competition for students in grades 6-8.

OUTDOOR EDUCATION is incorporated into the curriculum. Various grade levels visit the School Forest. The primary grades visit Marathon Park for learning activities.

PAF (Performing Arts Foundation) offers a variety of special performances at the Grand Theater. Trinity students often participate in one such activity per year.

SPELLING BEE is open to students in grades 4-8.

ENROLLMENT POLICY

God in Jesus Christ is the Center, Source, and Purpose in Christian Education at Trinity Lutheran School. Parents sincerely interested in securing a Christ-centered education for their children are welcome to apply. The parents applying for enrollment for their children accept the policies and curriculum of our school and will cooperate with staff members in the joint task of Christian education. Lack of cooperation may constitute sufficient reason for re-evaluation of the student's enrollment.

Trinity Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. Students accepted for enrollment are eligible to participate in all programs and activities specific to their grade level and subject to the athletic code and/or other applicable policies.

The following items must be completed before enrollment is approved:

- Principal Interview
- Enrollment form with Registration Fee
- Arrangements made for payment of previous and current year's fees

Enrollment Priorities And Deadline

In keeping with the objectives of our school, to provide full-time Christian education instruction for as many children as possible, pupils will generally be accepted according to the following priority:

1. Students in good standing previously enrolled
2. Students whose parents are members of Trinity Lutheran Church
3. Students whose parents are members of supporting congregations
4. Students whose parents are members of LCMS churches
5. Others

Re-enrollment information will be made available to parents in February of each year. Priorities for admission up to and including April 15 will be as stated above. After April 15 enrollment will be granted as space permits with notification of acceptance by June 15.

Age Requirements For Enrollment

4K students must attain the age of four (4), Kindergarten students must attain the age of five (5) years and first grade students must attain the age of six (6) years on or before September 1 following enrollment. Students not meeting this requirement may be admitted after it has been determined that the child is socially, emotionally, mentally, and physically mature enough to cope with the school environment. This decision is made solely by the principal in consultation with the teacher and parents.

Obligation of Enrollee

New applications for enrollment are made to the principal. Applicants are interviewed by the principal. The applications are evaluated by the principal and may be submitted to the Day School Ministry for approval or disapproval. All pupils entering the school obligate themselves to take the required courses offered in the curriculum, including the religious program offered by the school, and submit themselves to the school rules and regulations.

Tuition fees at the current rate will be charged to students who are enrolling. Students transferring from other schools and school systems are accepted on a probationary basis, lasting 45 school days. Final acceptance and grade placement is made after receiving appropriate records from the child's previous school. Enrollment in school will be conditional to the child's social and emotional adjustment. If the social and/or emotional conduct of a child becomes detrimental to the class, the child will be asked to enroll elsewhere. All new students in Trinity School may be tested upon entering. Grade placement is tentative until confirmed by the results of such tests. LATE FEES/NON PAYMENT may risk enrollment; see the policy on delinquent tuition for more information. Member Tuition Discounts are given only to members in good standing, worshipping a minimum of 20 times per school year.

Class Size

When DSM class limits are met the following alternatives will be discussed and implemented as the situation warrants.

- Engage a teacher aide for all or part of the day
- Engage a part-time teacher to assist the regular teacher
- Blended classes
- Establish a waiting list

FIELD TRIPS

Experiences outside of the classroom setting are provided to enrich the education program provided at Trinity. Field trips will be scheduled periodically throughout the school year. Parents are notified of the trip in advance and information will be provided about the nature of the field trip and any costs via the HOMEBOUND or special classroom notification. Parents are often asked to serve as chaperones along with the classroom teacher. Field trips are a part of the school curriculum, and **participation is required**. School rules and dress code apply. Some of the larger trips can be paid at registration day.

The Homeroom teacher will decide to use parent drivers or yellow school bus depending on the proximity of the venue, length of the trip, age of the students, need for car seats, etc. Parent drivers must supply to the school a copy of their drivers license and proof of insurance.

Chaperone Guidelines

For the benefit of our children, staff, and our chaperones, we have developed the following guidelines to help make our trips run more smoothly and to help ensure the safety of our children.

- Once it has been confirmed that you are scheduled to help chaperone a trip, please let the staff member in charge of the trip know immediately if you become unable to assist.
- When we plan field trips, we often have to give exact numbers for reservations and transportation, including those adults going along as chaperones. Therefore, we will not be able to accommodate extra adults who wish to join the group after initial plans have been made.
- For safety reasons, only children under 18 who are enrolled in the group are eligible to attend field trips.
- As there are always last minute items to pack, trips to the restroom, etc., please be sure to show up at the assigned time if not a few minutes early. The time you are asked to be here may be earlier than the announced start time of the trip so that the staff has extra help with the children while the staff takes care of last minute details.
- Both the children and staff are looking for you to help direct and redirect the children throughout the trip. We need you to actively supervise the children around you. This includes encouraging the children to be on their best behavior and reminding them of the rules such as using kind words, respecting personal space, and using quiet voices. If you have a situation where you don't feel the children are acting appropriately and need help, please ask a staff member to reinforce your request.
- We want to make sure that the children have the undivided attention of all of our adults. Therefore, all cell phones, pagers, etc. must be placed on silent/vibrate during the entire time you are with the children. Please, only use your cell phone in case of a true emergency.
- When trips include lunches, we encourage you to take advantage of the same meal being provided to the children. We are happy to include you in our count and it makes it easier for the children if everyone on the trip is eating the same thing. Of course, if you have special dietary needs, we certainly understand. Just let the staff know you will need to bring your own lunch.
- Since children like things to be "fair" and are easily upset when things are not, please do not bring special items for your child. Likewise, please do not purchase special items for your child or the children assigned to you.

FUNDRAISING

Fundraising (part of third source funding) is a necessary component of our school operations. Trinity Lutheran Church supplies 50% of our budget, tuition pays approximately 30%, and third source funding approximately 20%.

Increased participation in minimal events is the goal. Some of the fund raisers may be for a specific class project, another for an ALL-SCHOOL project for computer software and hardware or the Education Grant Fund or operating expenses. We encourage, but do not require participation. Everybody doing a little extra makes a tremendous impact for the children. See the back page for other small, ongoing efforts that make a big impact.

HARASSMENT GUIDELINE

Harassment

Trinity Lutheran Church and School seeks to maintain a caring, Christ-centered environment free of any type of harassment. Harassment of any member, adult or child is prohibited. Harassment is contrary to the religious and moral tenets of Trinity Lutheran Church and School. In addition, such harassment can negatively affect a person's sense of being and dignity.

It is a violation of Trinity's policy for any member, adult, youth, or child, or any person engaged by Trinity Lutheran Church and school, including without limitation, staff, employees, volunteers, and any person conducting business with Trinity to harass any member or any person who is involved with worship, church or school programs, youth functions, or any other activity of Trinity Lutheran Church and School.

Sexual Harassment: Includes the following behavior: unwelcomed sexual advances; requests for sexual favors; unwelcomed touching, fondling, and all other verbal or physical conduct of a sexual nature. Sexual harassment is not limited to physical acts. Sexual harassment includes all acts of harassment based upon a person's sex. Behavior that may be experienced as intimidating or offensive, particularly when it recurs, or one person has authority over the other, may include actions such as veiled suggestions of sexual activity; offensive comments, jokes, and innuendoes; or the use of risqué' jokes, stories or images. Sexual harassment could include inappropriate personal attention given to a person by any other person who is in a position to exercise authority over such person.

Harassment: Race, National Origin, or Disability: Harassment based upon race, national origin, or handicap includes ethnic slurs, or other verbal and/or physical conduct related to a person's race, national origin, or handicapping condition which interferes with a person's work performance or educational environment or creates an intimidating, hostile or offensive environment.

Harassment Review Board and Reporting: The Trinity Lutheran Church and School Harassment Review Board consists of four members that includes the Senior Pastor, the congregation's Executive Director, one female staff member, and one female congregational member. For the year these members include, Rev. Gary Schultz, Ken Fristed, Gina Maroszek. Any person who feels that he or she is, or has been, the object of harassment, or any person witnessing any harassment, should promptly report the incident to the Harassment Review Board. Reports, complaints, and questions should be addressed to one of the members of the Review Board. The person who receives the report will, in turn, report the incident to the other members of the Review Board for purposes of investigation.

Trinity Lutheran Church and School Harassment Guideline: A copy of the church and school harassment guideline in its entirety is available on request from the school or church office. This guideline further defines harassment, and the reporting and investigative procedure.

Anti-Bullying

Any repeated action which makes a child feel uncomfortable, insecure or threatened may be defined as bullying. Trinity Lutheran School disapproves of bullying in all its forms and considers it a serious offense. Students are expected to stand up for themselves, stand up for others, and ask for help. The teachers take bullying seriously and will deal with this behavior urgently and firmly, making it clear that such behavior is not acceptable. The staff is required to report incidents of suspected bullying to the principal, informing him what actions have been taken. Trinity has a complete anti-bullying policy approved by the Day School Ministry and available for any parent.

HEALTH SERVICES

Allergies

Trinity Lutheran Church and school is committed to providing a safe and nurturing environment for the children in our care and for the adults that serve and participate in our ministries, and worship. Christ has modeled for us the importance of encouraging and supporting those with diverse, physical, emotional, and spiritual needs. We recognize that food allergies such as those caused by peanut, egg, wheat, shellfish, milk, or soy, may cause an anaphylactic response requiring immediate emergency care. Other food intolerances or sensitivities may require food substitution. We also recognize that environmental allergies such as those caused by bee stings, tape, latex, pollen, or other airborne sensitivities may require medical intervention and/or immediate emergency care.

The individualized needs of those with allergies are addressed on the completed and signed “Notification of allergy” form and further described in the “Guideline for Food Allergies and Food Intolerance”, and the “Guideline for Environmental Allergies”. These guidelines encourage collaboration with the family, individual, medical community, and church and school while promoting a safe and healthy environment.

Student allergies are becoming more common. We ask that you be sensitive to the needs of other students as reported in individual classrooms.

Communication to parent – “NOTES TO HOME”

An orange half sheet will be used to communicate with you, the parent, about medication given, or health related student complaints during the school day. Your child’s teacher will send this home with the student at the end of the day.

First Aid – Illness – Emergencies

If a child becomes ill or is injured, he or she will be cared for temporarily by a teacher and/or office staff. If the illness or injury is significant, the parent will be notified. It is important for the school office to have current information in regards to phone numbers where the parent or a other designated person can be reached. We will make every attempt to reach you or the emergency contact person you have designated. If the injury or illness is serious, “911” will be notified for transportation of the student to the hospital.

A Medical Emergency Response Plan is in place and includes the availability of an Automated External Defibrillator (AED) which is located outside of the church office. This plan is on file in the church or school office.

Health Emergencies

Community health issues (like the H1N1 virus) will be addressed through cooperation and direction from the Marathon County Health Department. The MCHD makes all decisions on parent contacts and school closure related to community health.

Health Information and Medication Forms

Please review the following guidelines and fill out the forms as they apply to your child(ren).

Required forms (one per student found in registration packet)

“Health Information”

“Medical Release form”

Immunizations

Student immunization requirements are in compliance with the Student Immunization Law of the State of Wisconsin, Department of Health Services. The Age/Grade Requirements can be found at <http://dhs.wisconsin.gov/immunization>. Trinity School is able to access student immunization records through the WI Immunization Registry (WIR). If your child has received immunizations in WI or your doctor/clinic has recorded the students immunization history in this data base(WIR) then it is not necessary for you to provide us with paper records. We do require a signed waiver if your child does not receive immunizations for health, personal, or religious reasons.

Medications

We are committed to safety in regards to your child’s health and medication (non-prescription and prescription) administration.

Optional forms for prescription and non-prescription medications

1) “Prescription Medication Form” - **Requires a physician or other health care provider signature. ONE FORM PER MEDICATION/PER STUDENT. Prescription medications cannot be given at school unless this form is completed and on file.** This form is required for prescription medications that are needed continuously throughout the school year as well as for episodic medications such as antibiotics. For that reason, it might be best to keep a few blank copies of the form and take them with you when you see the doctor during times of illness. Then, your health care provider will be able to fill the form out for you at the time of prescription.

2) “Non-prescription (over the counter) Medication Form” – Requires only a parent/guardian signature. **This form must be completed in order for your child to receive a non-prescription medication.** Be specific in regards to reason and frequency of medications. ONE FORM PER STUDENT.

It is the responsibility of the parents to communicate with the school office medication requirements of their child and any changes during the school year. The student needs to accept responsibility for going to the school office at the appropriate time to receive their medication. The principal will designate staff members that will be responsible for administering any medications. When a medication is given to the student it will be documented on the medication

form. The Parish Nurse at Trinity is available to serve as a resource person to the school and parents in this regard.

3) “Notification of Allergy” – If a student requires medication at school for an allergy, have the physician complete and sign the “Notification of Allergy” form. Refer to section on “allergies” for more information.

General standards regarding medication administration

Students will be given medications at Trinity ONLY if we have a completed and properly signed medication form. This includes all prescription and over-the-counter medications. If we do not have a completed form, we will attempt to contact you by phone to obtain permission, but if we cannot easily reach you, your child will not be able to receive medication.

For the safety of everyone, no child may carry and self-administer medications while school except for emergency medications such as inhalants for asthma, insulin and glucose tablets for diabetes, or Epi-Pens for allergic reactions. If emergency medications are needed, the student should keep the medication with him/her at all times in a pocket or desk. If the child is young or the parents want the medication to be kept in the school office or with the teacher, we will do that. Medications may not be kept in a backpack in the hallway or other area that is not continuously monitored. All non-emergency medications will be kept in the school office. Please comply with these rules for the safety of everyone. We have a wide variation in age and maturity levels within the student population, and young students especially could be harmed if they accidentally have access to medications. Many medications such as cough syrup and chewable vitamins or pain relievers are pleasant tasting which could easily lead to overdose.

If a parent or health care provider changes medication administration instructions, a new form should be filled out or written instructions about the change should be sent to the school office.

HEALTH SCREENING AND RECORDS

Vision and hearing screening will be completed in grades K, 1, 2, 3, and 5 by the Marathon County Health Department. Individual health information records will be kept for each student. If changes occur during the year in regards to the child’s health status please contact the school. During the school year if your child receives an immunization, please contact the school office so that we can update our records.

HOMEWORK

The challenging program at Trinity Lutheran School may require that some study be done outside of school. At Trinity, we believe that homework is an important part of the learning process. It includes any assignment or project used to reinforce classroom learning and may especially include work that has not been completed during the school day. The amount of homework depends on the grade level and the study habits of the child. A good rule of thumb is 10 minutes times the grade that your child is in school (ex. 1st grade = 10 minutes, 3rd grade = 30 minutes, etc.) Parents can help by providing encouragement, a set time, and a quiet place for study. Parental help may especially be needed for memory work, spelling, and reviewing for tests. Late Assignments will be communicated with the home daily, with appropriate consequences applied. Ongoing late work will require more intervention at home and school.

INTERNET ACCESS

Students at Trinity Lutheran School have the opportunity to use the Internet. This has been made possible through the generosity of Trinity members who have donated time, talents, treasures and equipment.

Our intent is to use technology and the Internet to further educational goals and objectives as well as apply technology to the practice and proclamation of the Gospel. We believe that the resources available through the Internet, and the skills that students will develop in using it are of significant value in the learning process, and beneficial to students in the future. With access to information all over the world comes the benefits of many resources but also the risk of availability to material that may not be considered to be of educational value as a Christian. Trinity has taken precautions to block access to inappropriate or controversial sites and materials that are available on the Internet by use of an Internet filter. Teachers will provide training to promote responsible use of the Internet as well as closely supervise all student work on the Internet.

Access to the technology tools and resources are given to students who agree to act in a considerate, responsible, and respectful manner. Parent permission is required. Access is a privilege – not a right. Access requires responsibility.

Students need to apply Philippians 4:8 to their technology use. “Whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is admirable - If anything is excellent or praiseworthy - think about such things." It is important that you discuss the conduct guidelines and the importance of responsible behavior with your child. Signed agreement must be returned before use is allowed.

Trinity’s Web Site: <http://www.trinitywausau.org>

Technology Acceptable Use Policy

Trinity Lutheran School is pleased to offer students access to Trinity’s technology resources and the Internet while at school. Technology resources are provided for educational purposes with the understanding that they will be used in ways that are consistent with Christian principals, ethics, and the educational objectives and mission of Trinity Lutheran School.

Students have access to school-provided technology including workstations, laptops, wired and wireless networking, and other electronic equipment that can be used with teacher authorization and supervision. Additionally, students may bring their own electronic devices (cell phones, laptops, netbooks, IPad, PDA, etc.) to school and use them for educational purposes such as accessing assignments, documents and programs within Trinity’s network. Use of the Internet through personal electronic devices is NOT allowed unless written authorization is provided by Trinity Lutheran School.

The Internet is a source of material and information on many topics. Students are expected to list sources of materials that are used for an assignment when appropriate.

Students are expected to ask permission before using laptop computers or other technology in classrooms, and to use them in the manner directed and approved by a teacher or staff member.

Students are responsible to report any misuse of the technology to your teacher or supervising staff member.

As a technology user, you are expected to act in a considerate and responsible manner. Misuse of the network resources or Internet will result in consequences for the inappropriate behavior which may include loss of use, in-school/out of school suspension, or other consequences as established in the school board approved School Discipline Policy.

Students are expected to use good judgment when working in areas not covered explicitly by the rules.

This *Technology Acceptable Use Policy* is an agreement between you, your parents, your teachers, and Trinity Lutheran School and Church. We assume that you will remember and respect these guidelines while using technology.

Some examples of unacceptable use whether using school technology or personal technology include:

- Playing games, texting, listening to music, and watching entertainment videos during the school day (unless teacher authorization and supervision has been given).
- Attempting to alter, altering or damaging the computer hardware, electronic systems, software, or networks, including files that are not yours.
- Modifying the computer's screen or settings. The hardware (screen, keyboard, and mouse) and software (desktop, settings, and programs) should be just as you found them at the start of class, or better.
- Copying or downloading files without authorization from your teacher.
- Having food and/or drink in the computer lab or near classroom computers.
- Accessing inappropriate material including viewing, sending, or displaying offensive messages or pictures. If such material is accidentally accessed, it is your responsibility to close the program involved and inform a teacher or supervising staff member immediately.
- Disclosing private or personal information of any other individual on the Internet because all online information can be seen by the entire online community.
- Violating copyright laws by downloading music, videos, or other information that is the property of others.
- Plagiarizing or using copyrighted materials from the Internet without permission of the author.
- Failing to respect the technology of others.
- Using technology to harass or bully others, to steal or borrow work, to access or store inappropriate materials.

LOST AND FOUND

Throughout the school year an assortment of gloves, shoes, scarves, backpacks, etc. are found. These items may be claimed by the student/parent by simply checking the *lost and found* located at the top of the stairway that leads from the foyer area by the gym entrance. Items not reclaimed will be donated on a periodic basis.

LUNCH

Hot lunches will be served daily beginning with the first day of classes. All children eat in the cafeteria. It is the responsibility of the family to keep cold items cold enough for healthy lunch.

Federal guidelines for free and reduced lunches are found in your Registration Day packet. Current prices can be found in the school office.

It is against regulations of the National Hot Lunch Program to sell foods or beverages in competition with the regular menu. Students are not permitted to buy pop until after school.

A microwave is available in the cafeteria only for students with a medical need for a special diet. A medical note will allow the classroom teacher to give permission for its use.

Money for lunches and/or extra milk will be deposited into the hot lunch account in the office. **Please mark the envelope with the family name.** Each family will have a hot lunch account which will be drawn on as the students use it.

Procedure for payment:

- 1) Family will be notified on Monday by letter with the youngest student in the family when the amount in the account will not cover a meal each day for each child for that week.
- 2) Family will be notified on the second Monday by letter with the youngest student in the family when the account has a negative balance.
- 3) The third Monday a phone call will be made to the family (either at home or at work) informing them of the negative balance. **If not brought to a positive balance within two days, the student(s) will not be allowed a hot lunch meal.** They will need to bring a cold lunch until the account is current.

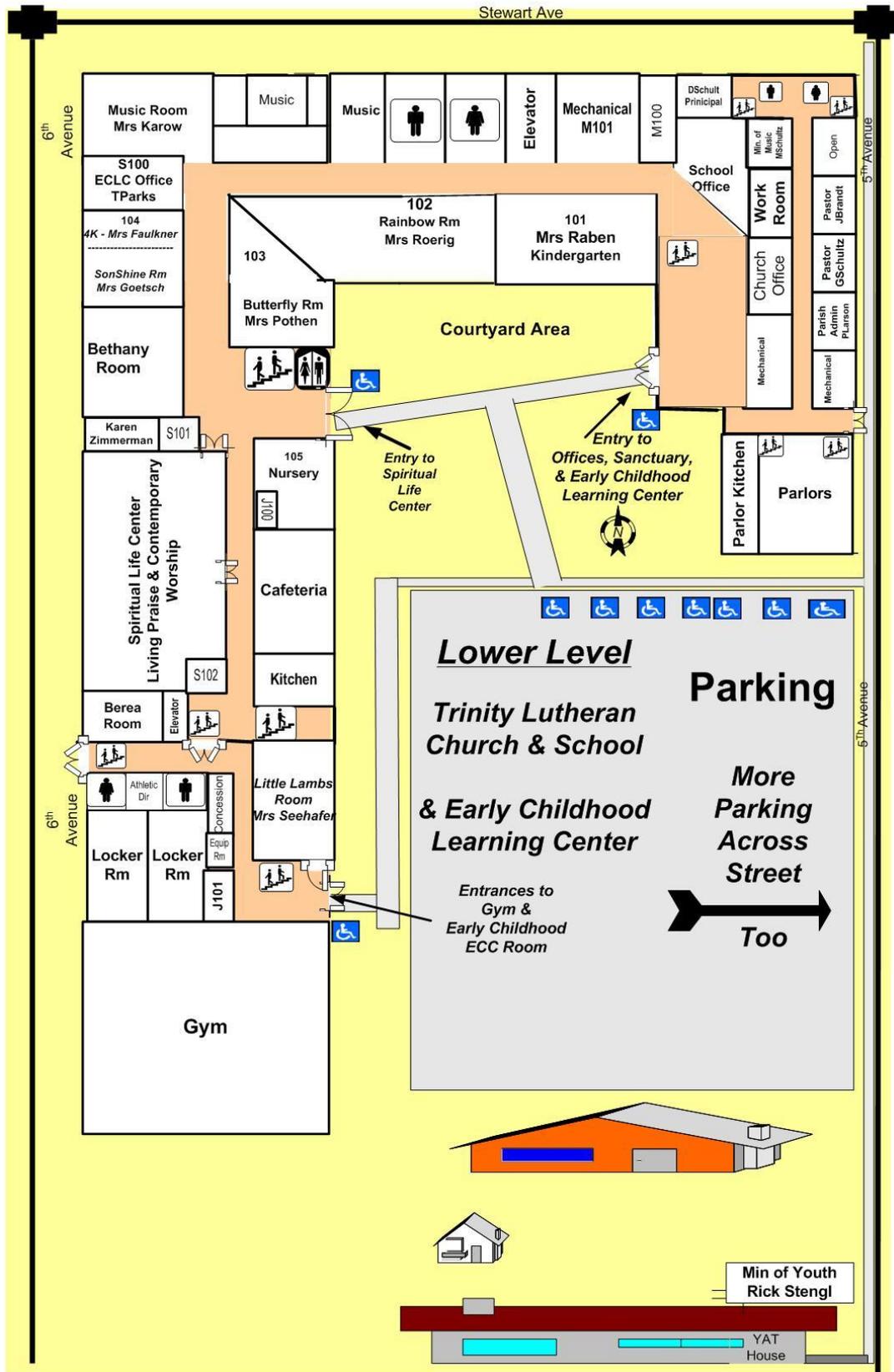
Opportunity for Parents to eat hot lunch with a student

We are offering parents the opportunity to eat hot lunch with your student once during each quarter (if more than one student in family, you may eat once with each student.) Check with your child's teacher as to the time they eat. Reservations need to be made with the office at least one day before eating to allow the kitchen to plan a correct meal count. Please send an envelope with visitor name(s), student name and payment.

MANDATED REPORTER

The Trinity Lutheran School staff are required by state law to report suspected child abuse or neglect to Marathon County Social Services. Teachers rely on student physical signs or student sharing to trigger their mandate to report. Their report is not a judgment on the parent, but a legal responsibility designed to protect children.

MAP OF SCHOOL/CHURCH



NON-DISCRIMINATION

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administrated programs.

PARENT-TEACHER LEAGUE

The P.T.L. has many activities of Christian fellowship and fun planned throughout the year. Because your child(ren) attend Trinity Lutheran School you are automatically a part of this organization. Give us an hour of service and feel the difference you can make in the lives of these students. What a great way to connect with other parents! Meetings are the second Tuesday of each month at 6pm, join us.

PERSONAL APPEARANCE

It is the parents' responsibility to ensure that their child is dressed appropriately for Christian education and that their child's (ren) clothing is clean, neat, modest, respectful in appearance, and will provide a positive attitude towards learning without distraction. We want to present the best educational environment possible. Clothing can set the tone for work or play. We will do all we can to make sure the students are comfortable. We encourage that students dress up on chapel days.

Tops being worn must cover the chest (cover the skin at the midriff) and be shoulder width. Examples of clothing not allowed include: deep v's, tight biking shorts, torn and tattered clothing, clothing that promote non-Christian values (i.e., alcohol and tobacco advertisement, skull and cross bones, inappropriate secular music groups, etc.). Appropriate length shorts and skirts (guideline: hand down at side with shorts extending beyond the finger tips) may be worn but we ask the parent to use good judgment because the children go outside for recess.

If you, as a parent, question the clothing as being appropriate, then don't allow it for school. The judgment of the teaching staff shall determine what constitutes proper dress and appearance in all situations. Students not conforming may be asked to wear clothing provided by the school or return home until they meet the proper clothing and appearance requirement. Think respectful and God pleasing.

PETS

We request that pets be brought to school only with the prior approval of the teacher and if it is related to an educational activity. Please do not bring pets onto school grounds during the school day to avoid startling children or triggering allergies. Therapy dogs may be used during the school day for reading, if organized through the classroom teacher and passed therapy dog training.

PHOTO/VIDEO RELEASE

Trinity can best tell the story of meeting needs and developing disciples through the use of student images. Teacher use web programs to share class activities and the principal shares images when promoting the school.

The parent will have the choice of consenting to Trinity's use of individual photographs or videos taken of their child during the school year that identifies their child by name.

You also have the option of not allowing individual pictures on the web site. Trinity reserves the right to use group shots, without names, for publicity and promotion.

I consent that such photographs and/or videos shall be the property of Trinity Lutheran School, which has the right to duplicate, reproduce and make other uses, as Trinity Lutheran School deems necessary.

This consent will be on the Annual Forms Checklist for parents to sign, including individual use.

PRAYER SUPPORT

Throughout the school year your family will have the opportunity to pray daily for other school families. We will list one or two families on each day of the monthly school hot lunch menu. At breakfast, supper, bedtime or other appropriate family or personal time we encourage you to include that designated family in your prayers.

Prayer makes things happen:

The prayer of a righteous man is powerful and effective. James 5:16

And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints. Ephesians 6:18

Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. Philippians 4:6

Prayer is God's idea:

Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. 1 Thessalonians 5:16-18

Be joyful in hope, patient in affliction, faithful in prayer. Romans 12:12

They all joined together constantly in prayer, along with the women and Mary the mother of Jesus, and with his brothers. Acts 1:14

PROGRESS REPORT

Formal written reports are issued at the end of each quarter. These reports reflect the student's academic achievement, effort, and behavior.

The purpose of the written evaluation is to inform the parents of progress, provide a record of pupil growth, and assist the student and parents in identifying the student's strengths and weakness.

Formal Parent/Teacher conferences are scheduled twice during the school year. Parents are encouraged to contact teachers whenever the need arises.

Students in grades 6-8 receive a written academic report every 3 weeks throughout the year.

RELEASE TIME

Parents must sign students out in the main office, at which time the student will be called from class. Upon return parents must come into the school office to sign their child in, then the student may return to class.

RECESS

Play is scheduled each day for the physical and social health of the children. Appropriate dress is important, especially in the winter months and when wearing skirts and sandals, etc. Recess supervisors have the authority to reduce recess time if the weather is marginal—rain or extreme cold. We encourage all students to take the mental break and enjoy activity.

ROOM-PARENTS

On Registration Day you will have the opportunity to sign-up as a Room-Parent. Your role would include coordinating seasonal parties, assisting with field trips, helping with the fall Pumpkin Patch and working on special events with the homeroom teacher. We hope to have at least two per classroom. A letter will be mailed in the fall detailing the responsibilities and expectations of this rewarding position. Contact the classroom teacher or the Principal with questions.

SAFETY PATROL

The school safety patrol students, grades 6-8, will help children at the 5th Avenue crossing each afternoon from 2:45-3:00 p.m. All children crossing Stewart Avenue are to cross with the adult crossing guard at the 6th Avenue intersection. Patrols are also on duty in the courtyard before and after school.

\$CRIP

What is the \$crip Program?

\$crip is a third source funding option that benefits Trinity Lutheran Church and school AND YOU! The church/school purchases gift certificates, which can be used at local business. You (the customer) purchase these certificates from Trinity, and use them to pay for merchandise. The merchants in turn give Trinity a rebate, anywhere from 1% - 10%. Many of the businesses now use a plastic credit type card, with any remaining balance staying on the card until the next time it is used. A list of businesses can be found on the school website.

A Benefit to School Families

We are offering families the opportunity to use \$crip to help pay for tuition. *Friends and extended family members of students can also designate their \$crip purchases toward the tuition of a school family (this must be indicated each time purchases are made).* For families using \$crip, 50% of the profit from their purchases can be applied toward Tuition or put in the Education Grant Fund. The other 50% will go to the existing \$crip fund (70% general budget, 20% school projects, 10% missions).

Purchases made from May 1 - October 31 would apply to the January tuition payment. Purchases made from November 1 - April 30 would apply to the August tuition payment. Parents will be notified each year by the middle of July and November with the \$CRIP profit available and given the option to use the money for Tuition or Education Grant Fund. All funds not specified for Tuition or Education Grant Fund would be dispersed through the existing \$scrip Fund. A family's accumulated \$scrip profit can be carried over for a maximum of 1 school year.

How do you use the program?

You can purchase the gift certificates every day from 8:00am – 4:00pm and also after the 5:00pm Saturday evening service or between services on Sunday morning (8:30-9:00am & 10:00-10:30am). You could also send your money and order with your child to school and the certificates will be sent home at the end of the day with your child. Make checks payable to **Trinity \$scrip** for the value of the certificates. Then go shopping with them. Trinity does all the bookkeeping associated with this program.

Example of what \$scrip could do for Trinity

If each family would use \$scrip for their groceries, gas and eating out:

- Family spends \$150 in groceries in a week & uses \$scrip at 3%...profit is \$4.50/week
- Family spends \$50 in gas in a week & uses \$scrip at 4%.....profit is \$2.00/week
- Family spends \$25 eating out in a week & uses \$scrip at 10%.....profit is 2.50/week
- Total profit for the year is \$468 (of which you could use \$234 towards tuition).

Best time to purchase \$scrip

Each payday the family can anticipate what they will spend for groceries, gas, eating out, shopping, and gifts and then stop by the office and purchase the needed certificates.

SCHOOL ATTENDANCE

Parents are asked to cooperate with the school by seeing to it that children attend school regularly and arrive punctually.

Absences

The parent is to notify the school before 8:30 A.M. on the day of absence by calling 848-0166.

- 1) Long term absences, e.g. chicken pox, vacation, etc.- state number of anticipated days absent.
- 2) Professional appointment, funeral, etc. a note may be sent in lieu of a phone call.
- 3) One-half day of school absence: Arriving at or leaving school and missing 50% or more of either the morning or the afternoon session.
- 4) Full day of school absence: Three-fourths (3/4) of instructional day.
- 5) Students may be excused from school for the following reasons:
 - a) Personal illness
 - b) Funerals and religious services as requested by the parents
 - c) Professional appointments that could not be scheduled outside of the regular school day
 - d) Serious personal or family crisis
 - e) Student is not in proper physical and/or mental condition to attend school
 - f) Family vacations or activities, although this is not advised
 - Must be prearranged through the classroom teacher and school office

- Trinity Lutheran School does not encourage absences of this nature because of the lost instruction time.
- If a parent requests that the student be absent from school for an activity which is important to the family, it is the parent/student's responsibility to overcome the loss of learning and not expect the school to alter its program for such an absence.

Students will be excused for the above reasons only when a parental explanation of the cause for the absence is given through prior notification or during the days of the absences, except as noted in (f) above. The school will not excuse any absences for any reason other than those listed above. The school, not the parent, determines if the absence is to be excused.

Truancy Procedures

Trinity will follow truancy guidelines in accordance with state law and Wausau public schools:

1. If a child is absent excessively (10 days) or develops a consistent pattern, the principal will notify the parent(s).
2. Should attendance not improve, the principal will meet with the parent(s) to work on a plan for improvement.
3. If absenteeism continues the principal will inform parent(s) that a court date will be set up with Marathon County Juvenile Court Services.

SCHOOL CLOSING - WEATHER

School closing announcements due to weather conditions will be made over local radio and TV stations and will be made jointly by Wausau Area Public and Private Schools. If the announcement states that Wausau Public Schools will be closed due to inclement weather, then Trinity will be closed also.

SCHOOL HOURS

School begins at 7:45 a.m. and dismisses at 2:45 p.m. 4K from 7:45 – 10:30 a.m. Half day Kindergarten session will be from 7:45 -11:10 a.m. Once students have reached school grounds, they may not leave until school is dismissed. **Children arriving before 7:25 a.m. must report directly to the designated Extended Child Care area, before the bell will wait at the school doors.** All students must be dropped off and picked up in the courtyard parking lot for safety reasons. The Stewart Avenue door will not be open for students that are dropped off by parents.

BEFORE SCHOOL

Those students who are within walking distance or are brought by their parents should not arrive before 7:30 a.m.. **If it is necessary for students to arrive before 7:30 a.m., when not riding a bus, they will be sent to the Extended Child Care area where they will be assessed a fee per half hour.**

AFTER SCHOOL

Students must be off the grounds by 3:00 p.m. unless asked to remain by a teacher or supervised by an authorized person. **Those students not picked up by 3:00 p.m. will be sent to ECC and assessed a fee per half hour.**

SCHOOL TARDY

Every effort should be made to arrive at school on time. If a student is tardy, he or she must report directly to the school office to check-in. Repeated tardiness will be regarded as a serious problem requiring action involving the school administration.

SNACKS

A nutritious snack break is offered every morning. See Wellness section for food and beverage suggestions.

SPECIAL LEARNING NEEDS

Trinity Lutheran School works hard to meet the needs of individual learners. First, classroom instruction uses best practice skills to organize and manage the learning environment. Second, teachers are quick to communicate with the home when academics or behavior needs are demonstrated. Third, Trinity initiates a student assistance team of Trinity staff to document and collaborate on best interventions available: teachers express concerns to the principal and begin documenting behaviors, parents attend a meeting to discuss concerns, then a plan of action is put into play and reviewed. Finally, Trinity utilizes the WSD special education referral process to initiate access to WSD professional staff.

- WSD does special education testing, that does not typically include ADHD or behavior referrals
- ADHD or behavior should be directed to Marshfield Clinic neuropsych
- If a parent pushes for WSD testing for those items, the WSD Student Assistance Team will meet to determine if there is a potential special education consideration to warrant testing.

Help When Things Get Tough

When a child is struggling with school, what should a parent do? Here is what it can look like at Trinity when we work together:

1. Pray for God to provide every help you need and strong partnership.
2. Talk to the classroom teacher. If doing that generates some anxiety, bring the principal along.
3. Focus on the positive gifts, then the core issue. We are all on the same team; your child's team.
4. Ask the teacher to use the accommodations form created by our staff to better consider/organize/document specific interventions to try. If something isn't working, let's try something else.
5. Ask the teacher if it is time to request Wausau School district testing for a learning disability.
6. Ask the teacher if follow-up with Marshfield Clinic neuropsychology is a good idea, or contact Mr. Schult for a list of quality family counselors.

STANDARDIZED TESTING

Trinity Lutheran School uses the IOWA Test of Basic Skills, a nationally standardized test, for the opportunity to evaluate how our students achieve compared to other students. Trinity scores exceptionally well each year due to our quality teaching staff and high academic standards. Tests are taken by the students in grades 2,4,6,8. Our school believes this test is a stronger, more consistent set of data than the state WKCE test. These scores are only one measure of a child's ability or achievement; we do not overemphasize or teach to the test. Trinity takes its role of meeting needs and developing disciples very seriously. We are proud of the work of our teachers and students and pray each child will continue to develop the gifts God has given them.

STUDENT RECORDS

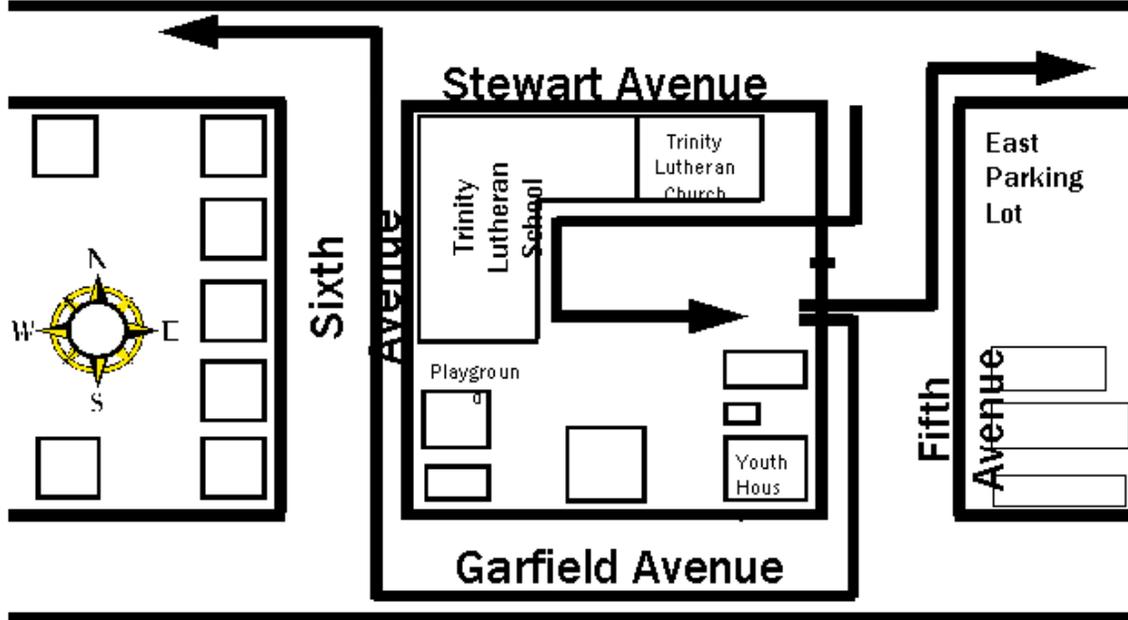
Information gathered about students is kept in strict confidence. Individual student files are meant to be an aid to the school, and are considered an important indication of a child's progress and developmental needs. Records of individual students are sent to the next school when a student moves or graduates from Trinity when parents give written permission. Formal, individual student records may be viewed by parents.

TELEPHONE

The school telephone number is 848-0166. If parents need to reach a teacher, a message may be left in the teacher's voice mailbox. It will usually be returned at the end of the school day. Children should be called to the phone only when there is an emergency. Otherwise, messages will be forwarded by the secretary by 2:30 p.m. each day to the students. Children needing to use the telephone need to arrange this with their homeroom teacher. Phone calls to ask a parent if they can go over to someone's house after school, stay to watch an after school sporting event, see if they can walk instead of taking the bus, etc. will not be permitted. These and other such arrangements are to be made at home prior to coming to school.

Students who bring cell phones for safety reasons must keep their cell phones turned off and out of sight. Failure to do so will result in confiscation. Phones can be returned to the parent from the principal. The school does not accept liability for cell phones. This applies to both the normal school day and after school activities.

TRAFFIC PATTERN



DROP-OFF IN THE A.M./PICK-UP IN THE P.M.

DO NOT drop off or pick up on Stewart Avenue. There is too much traffic and your re-entry into Stewart Avenue is hazardous to those wanting to turn right onto 5th Avenue.

TO ENTER: Use the northern most entrance into 5th Avenue parking lot. When picking up in the p.m. please use your family name card.

TO EXIT: Use the southern most exit.

Those who wish to travel WEST (left) on Stewart Avenue:

Make a right turn out of the parking lot.

Turn right on Garfield

Turn right on 6th Avenue, proceed to Stewart

Turn left on Stewart Avenue at the intersection

(Note: With the aid of the crossing guard stopping the traffic on Stewart, it will be much easier to make your left turn! Also, there is no waiting for traffic turning onto 5th Avenue from Stewart who tend to block the left turn path when traffic is heavy.)

Those who wish to travel EAST (right) on Stewart Avenue:

Make a left turn out of the parking lot.

Proceed to Stewart Avenue

Turn right on Stewart at this intersection.

(Note: With this plan, there will be no waiting for those stuck at the intersection who were trying to turn left and having difficulties getting across Stewart.)

TUITION

The cost of education is subsidized by members of Trinity Lutheran Church. Parents should realize that the tuition fee does not cover the entire cost of education. Trinity Partners (members) are encouraged to attend worship at Trinity regularly (20 times per school year), and to support the mission of Trinity through regular financial offerings. Our members cover the majority of the cost of education at our school through their weekly offerings to the church. Tuition money is due on Registration Day or per agreement made on Registration Day. Contact the office for current tuition rates. Christian education has a significant cost, but it is an investment with a significant blessing!

Tuition Assistance Policy (Financial Aid from the Education Grant Fund)

Trinity Lutheran Church and School is committed to helping families who need tuition assistance so that students can enroll and experience the blessings from a high quality Christian education. Donations that have been made to the Education Grant Fund are used to help meet these needs. The amount of funds available through the Education Grant Fund varies from year to year.

To help distribute these funds, the Day School Ministry of Trinity Lutheran Church has chosen to utilize an impartial third party service to analyze each family's financial need. The amount of assistance determined by the Education Grant Fund Committee will be based on the analysis and the financial resources available in the Education Grant Fund.

Trinity Lutheran School fully complies with the US Government's Family Education and Privacy Act (FERPA). In brief, this means that any information supplied that is pertinent to a family's financial application is kept in strictest confidentiality and is viewed only by those responsible for making an award determination. The School recognizes that this is extremely sensitive information. Discussion of this information by committee members, outside of the context of an award decision, is prohibited.

Trinity Lutheran School does not discriminate on the basis on gender, race, color, ethnic origin in the award of any tuition assistance.

Tuition assistance "gifts" or payments given to the school that are designated for a specific family or recipient are not tax-deductible. Undesignated financial donations given to the Education Grant Fund are tax deductible.

Deadlines

The application must be filed by May 1st of each year for the following year. All applicants will receive notice by July 1st of the awarded amount or rejection.

Criteria for Receiving Financial Aid:

- No outstanding tuition or bills at the school
- Maximum tuition assistance granted per family should not exceed 50-75% of the tuition charge, based on individual family need.
- Financial need determined by completing Tuition Assistance Application
- The student and family must maintain regular church attendance
- Volunteer service to Trinity Lutheran Church and School, minimum of 10 hours per year.
- Participate in fund raising events that benefit the Education Grant Fund
- Amount that can be distributed is determined by the amount of money that has been deposited in the fund by June 15th.

It is the parent's responsibility to:

- Complete all application materials accurately. Inaccuracies or errors can result in delays in consideration for tuition assistance and may result in an inability to receive any financial help through this program. Intentional misreporting information on applications may require the funds be paid back to the school.
- Complete all application materials on time and send them to the appropriate place.
- Comply with the agreed upon payment schedule set on registration day to pay the remainder of tuition bill not covered by tuition assistance.
- Complete the criteria for receiving financial aid as stated above.

Exceptions

The committee may grant exceptions as deemed necessary.

Supporting the Education Grant Fund

Donations are needed for the Education Grant Fund each year to help families that cannot afford the total tuition charge at Trinity Lutheran School. The Education Grant Fund is supported by school fund raisers and by donations from caring members of our church and community who contribute to this fund. We are all blessed in different ways; if you can help other families because God has blessed your family financially, you can place your donation in an envelope labeled "Education Grant Fund" in the church offering basket or drop your donation off at the school or church office. You also have the opportunity to help other families by contributing a designated amount to the Education Grant Fund on your financial commitment worksheet at school registration. By sharing with others, God's blessings will be multiplied.

Simply Giving Automatic Withdrawal Information

We want to make you aware of an **option** for the payment of tuition fees.

You may already be taking advantage of the convenience and simplicity of using a system of automatic withdrawal to make mortgage or utility payments. The opportunity and convenience of automatic withdrawal is available to families attending Trinity Lutheran School.

Trinity Lutheran encourages this use to make tuition payments. Electronic funds transfer is convenient, reliable and safe--safer than writing a check since it can't be lost or stolen.

To enroll, complete the enrollment form in the registration packet.

The option of paying tuition over a 10 month or 12 month period still applies (The first month's payment will be collected on Registration Day with up to 9 or 11 more payments).

Delinquent Payment Policy**Policy:**

Trinity Lutheran School shall not fail to collect school fees and tuition, while maintaining the caring Christian environment that is a hallmark of our school.

Procedure:

1. The principal will monthly report to the DSM the status of any significantly delinquent family accounts.
 - a. 1st of each month: Tuition payments are due.

- b. 20th day of each month: The school secretary will make attempts to collect payment through letter.
 - c. 30th day of each month: The school secretary will make attempts to collect payment through personal phone call.
 - d. 45th day delinquent: A school board member shall contact the family by phone to ascertain when payment will be made. If alternative arrangements are needed, the family will be referred to the administrator by the school board chair. The administrator has some freedom to make alternative payment arrangements for families, balancing the fiscal needs of the church with the financial issues of the family.
2. If a family's account becomes 60 days delinquent, and either no alternative arrangements have been approved by the principal or such arrangements have not been adhered to, families will receive official school board notification that:
- a. Students will be removed from school mid-year due to delinquency of fee or tuition payments.
 - b. The ability to reenroll for the following school year will be forfeited unless payment in full is made.

VACATIONS

We plan the annual school calendar, building in breaks for family time. Please use this calendar as your family plans vacations and "get-aways." Taking your child out of school is a cause for concern because many times assignments cannot be given out ahead of time, there is a loss of instruction that may not be able to be replaced, and it is disruptive to the flow of the classroom. Please be considerate and plan family vacations so that your child does not have to miss regularly scheduled school days.

VISITORS

Non-professional visitors include parents, congregational officers, working police/fire/health department personnel, and visiting students.

All non-professional visitations are announced to the principal and the teacher in advance.

The principal may refuse non-professional visitors on several grounds:

- 1. The proper arrangements were not made in advance.
- 2. The particular classroom situation would be too greatly disturbed at the time of the suggested visit .
- 3. The purpose of the visitor coming is not clear.

Every effort will be made to grant non-professional visitors access to the classrooms. In all cases the benefit of the child shall be placed above the benefit of the visitor.

WORSHIP

"Do as I Do" is a slogan which might well be considered for each worship opportunity and for other festive worship occasions. Regular family worship, joint attendance in the Sunday School and Bible classes, and praying together, are all important steps in "bringing up the child in the nurture and admonition of the Lord." These experiences reinforce what the child is learning at Trinity Lutheran School.

WELLNESS

Trinity Lutheran Church and School is committed to providing an environment that promotes and protects our children's physical, mental, and spiritual health. We are dedicated to support wellness through Christian growth, healthy eating, and physical activity. This is a collaborative effort between our staff, and the families that we serve.

Suggested Food and Beverages Guideline for Snacks, Classroom Activities and Celebration

The following is a list of preferred healthy food and beverage choices:

I. Beverages

- Milk, low fat or skim, white or flavored
- 100% fruit juice or vegetable juice
- Fruit smoothies
- Low fat yogurt drinks
- Flavored water (no sugar) or plain water

II. Fruits & Vegetables

- Fresh fruit — cut up with low fat yogurt dip
- Individually packaged fruit cups, or raisins, dried cranberries, dried apricots, dried apples, dried bananas or dried fruit mix
- Apples with low fat peanut butter
- Vegetables - carrots, broccoli, cauliflower, celery, cut up with low fat dressing or salsa dip
- Celery and low fat peanut butter
- Fruit and vegetable platters or pizza

III. Breads, Cookies, Chips, Snacks, Granola Bars, Dairy

- 100% fruit snacks, fruit bars
- Tortillas with fresh vegetables or fruit
- Mini taco's, sliced tortilla wraps (bite size)
- Angel food cake with fruit (2" square slice)
- Dry cereal-individual servings (unsweetened)
- Baked chips or low fat chips, taco chips with salsa, baked munchies, cereal and pretzel mixes
- Whole grain crackers, with no trans fats
- Low-fat sports bars, grain bars, low fat granola bars
- Soft pretzel, plain or flavored, hard pretzel with sweet mustard dip
- Whole grain bread items - fruit bread, mini muffins (bran, blueberry, oat, apple, etc.)
- Mini whole grain bagels with low fat cream cheese.
- Low fat, low salt popcorn
- Whole grain crackers
- Fruit, nut and/or grain trail mixes
- Sunflower seeds, or other nuts--low salt
- Low fat cookies, vanilla wafers
- Cheese and crackers, low fat cottage cheese with fruit
- Low fat string cheese with red seafood sauce for dipping
- Low fat natural peanut butter
- Low fat pudding, or, yogurt parfaits
- Frozen yogurt, real fruit slush's, low fat ice-cream

Easy Funding-Raising Opportunities

EASY FUNDING-RAISING OPPORTUNITIES WE ALL CAN DO:

Save up the following UPC's, logos, caps, etc. and turn them in to Trinity Lutheran School. Each one helps in BIG ways!

General Mills Box Top\$ For Education:

Save these logos from the top flap of General Mills cereals and snacks, Betty Crocker products, Yoplait yogurt multipacks (side panel), and Lloyds Barbeque Buckets (outer label).



Pop Can Tabs

Save the metal tops off all of your pop/juice cans for the Ronald McDonald House collection. Please place them in the container outside the school office.

Kids, Caps, and Ca\$h and Moola for your School

The school gets 5 cents per cap from these companies. Look for these stickers on the milk you buy from the store, and deposit them outside the school office.



Campbell's Labels for Education

Locate the "Labels for Education" and UPC symbol on your package and saved. Check the following products: Campbell's, Franco American, Marie's, Milwaukee Pickles, Open Pit, Pace, Pepperidge Farm, Swanson, V8, and Vlassic.

VISIT THESE STORES FOR THE FOLLOWING PROMOTIONS:

Target Guest Cards

Designate Trinity as your school of choice on your Target Guest Card application, and 1% of your purchases will be donated to Trinity.

County Market

Watch for Preferred Perks promos offered during the year.

Pick 'n Save We Care Program

Select Trinity as your preferred non-profit organizations on your Advantage card application.

Trinity's Account Number: 009950

Online Shopping: schoolcash.com

Designate Trinity as your school of choice and a portion of your purchase will be donated to Trinity. Purchase all different types of items from over 270 different merchants. Visit Schoolcash.com for participating sites and more information.

Ask friends and relatives to save these items for you to turn in.

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